

**NOVEMBER 20, 2002 - MEETING MINUTES
BOARD OF CEMETERY COMMISSIONERS**

The regular monthly meeting was called to order at 9:35 A.M. Present were Commissioners Ellen O'Brien Cushman, Charles R. Johnson, Superintendent Robert P. Gardiner, and Administrative Assistant Nancy T. Fay. Commissioner Alexander E. Corbett, III was not in attendance.

The Minutes of the October 23, 2002 Meeting were approved (2-0) with one change.

The Non-residency Policy – The policy and wording were discussed. The two Commissioners present felt the residency regulation language needed to be changed, and felt they should stay with the three years to be consistent with former policy and maximize revenues. It was voted (2-0) to revise this regulation to read, “There will be a non-resident fee assessed for decedents who have not lived in Belmont or owned property in the town for the three (3) years immediately prior to death. Verification will be determined from records available at the Town Clerk’s office and/or the Board of Assessors.”

The Position Vacancy (Special Heavy Motor Equipment Operator) was discussed at length. Superintendent Gardiner has complied with the Board of Selectmen’s request seeking assistance from other departments to fill the vacancy created by Jeffery Currier’s transfer to the Light Department. Mr. Gardiner sent a letter to all department heads to that effect. To date, no help has been available from other departments because of workload, illness or vacation.

The Commissioners present felt it was time for the Board to go on record, and Chairman Cushman was authorized to send the Selectmen a letter reminding them that 25% of the labor force has been cut from the Cemetery and ask if other departments will also be cut 25%. In addition, she will inform them that the work has to be done and that asking for help has not provided a positive response. She will suggest that if they wish this plan to succeed, the Board of Selectmen need to let each Department Head know that they need to provide one person on a set basis to be available to departments in need (i.e. Monday, one from the Buildings & Grounds, Tuesday, one from the Water Department, Wednesday, one from the Recreation Department, etc.).

Design/Construction Update – Chairman Cushman reported that she spoke with Patricia Bruschi concerning the construction contract that the Permanent Building Committee has had for over a year and asked that it be put on a front burner. No response to date.

Budget and Operations – Superintendent Gardiner reported that if we don’t replace Jeff Currier in FY03, the potential savings will be \$19,400. He also reported that of his two seasonal staff persons, one (Nick McCartney) hopes to be hired permanently

by the Water Department and the other (Bill Walsh) probably will not return to work at all.

Chairman Cushman asked Superintendent Gardiner to keep a log concerning his use of his personal car for town business in preparation for budget meetings with Warrant Committee and Selectmen. She also requested he check with Barbara Hagg (the Town Accountant) concerning the Perpetual Care and Sale of Land accounts.

It was noted that to date this year, there have been 41 burials (31 caskets and 10 cremations or 30% cremations) with 13 being nonresidents and 6 funerals occurring on Saturdays.

Items to be considered for the Capital Budget (2004 through 2008) might include signage, a Clivus Multrum facility with some type of Kiosk for directions, an electric cart, and renovations to the barn to provide a sanitary facility.

Bob Gardiner was asked to contact Tom Gatzunis again to see if he has determined the structural capability of the barn.

Commissioner Johnson left the meeting at 10:30 A.M.

The Memorial Tree Program was discussed. The one person who has contributed funding has picked an existing tree. We are trying to determine the exact species for the plaque Commissioner Corbett has planned. Chairman Cushman to check with Garden Club members to see whom we can contact to help determine the species. If the species can be determined, and if the donor agrees, the memorial plaque will be ordered (hopefully for the holiday season).

The next meeting (staff appreciation luncheon) is scheduled for December 18, 2002 at noon. No other business will be conducted.

Meeting adjourned at 10:40 A.M.

Respectfully submitted,

Nancy T. Fay
Secretary Pro Tem